COMPLIANCE STATISTICAL SYSTEM PROGRAM USER GUIDE

IN THIS APPENDIX

OVERVIEW

The Compliance Examination Data Entry Form (DEF) is the original source document for the entry of all compliance examination data into the Division of Compliance and Consumer Affairs (DCA) computerized Compliance Statistical System (CSS). It should be completed at each compliance and/or CRA examination and visitation as part of the automated Compliance Report of Examination. The DEF is designed to accommodate online data entry by the regional offices.

The data entered on the DEF is in the same order as it appears on the input screens of the CSS:

- Main menu
- Tracking record
- Ratings and hours record
- Violations record

INTRODUCTION

The CSS allows two methods of data entry. As covered in previous chapters of this user guide, data can be manually entered using the data entry screens provided in the on-line system. An alternate method of data entry will be covered in this chapter, automated data entry via an upload process.

SHARP

While the upload process is an automated method of applying data to the CSS, most of the data must be manually input in the Excel Data Entry Form ("DEF"). An exception would be hours data. Hours data originate in the DOS/DCA application SHARP. Upon completion of the exam an examiner would use SHARP; thus SHARP hours data, to begin the DEF data entry process.

Hours data originates in SHARP to eliminate the dual data entry of this information. However, there will be circumstances (an examination with another agency) when hours data in the DEF will need manual adjustments. The DEF does allow for manual data entry; however, this process should be limited to unique circumstances such as the one noted above.

UNDERSTANDING THE DATA ENTRY FORM (DEF)

FDIC COMPLIANCE DATA ENTRY FORM	| Initial Worksheet File is: U:\CSS\UG\CSSTEMPL.XLS
VERSION 5	| Initial Print File is: C:\SHARP\CSSTEMPL.PRN
EFFECTIVE DATE – February 12, 1998	| Initial Sub-directory is: C:\SHARP\CSS

This worksheet must first be created by SHARP. SHARP will insert the hours data for a specific exam.
You can add your information and save the worksheet. To save this worksheet with the same name and location,
Select FILE and SAVE from the tool bar.
To save this worksheet as another file name or in another location, select FILE and SAVE AS from the tool bar.
After the worksheet is completed, run the Create PRN File macro. This will create a print file with the file name UL######.PRN

DETAILS		DATA ENTRY	ERR MESSAGES
CERT NO.	001		
COMPLIANCE EXAM (Y/N)	002	N	
EXAM PROC USED (FS)	003	FS	Examiners should use
- COMPONENT RATING (###)	004		WHOLE HOURS to
- COMPOSITE RATING (#)	005		record daily examination
			activities in SHARP,
COMPLIANCE VISIT (Y/N)	006	N	except where
EXAM PROC USED (LS, IV)	007		the use of a
			partial leave hour
CRA EXAM (Y/N)	008	N	necessitates the use of a
EXAM PROC USED	009		partial hour for an
(SM, LG, SP, LP, WS, BE, NA)			examination activity.
- COMPONENT RATING (LG ONLY ###)	010		
- COMPOSITE RATING (#)	011		
IF SMALL BANK CRA EXAM....			
--DID AN OUTSTANDING RATING OUTSTANDING			
RESULT FROM CONSIDERATION OF THE			
BANK'S SERVICES AND INVESTMENTS?	014		
CRA VISIT (Y/N)	015	N	
EXAM PROC USED (LS)	016		
IMS (Y/N)	017	N	

EXAMINER IN CHARGE - LAST NAME	018		
EXAMINER IN CHARGE - FIRST NAME	019		
EXAMINER IN CHARGE - MID INIT	020		
SCHEDULED EXAM DATE - MM/DD/YY	021		
PRE-EXAM START DATE - MM/DD/YY	022		
PRE EXAM END DATE - MM/DD/YY	023		
ESTIMATED COMPL DATE - MM/DD/YY	024		
BANK START DATE - MM/DD/YY	025		
BANK EXIT DATE - MM/DD/YY	026		
EXAM COMPLETION DATE - MM/DD/YY	027		
NO OF EXAMINERS	028		
NO OF BRANCHES	029		
IS THE BANK A HMDA REPORTER? (Y/N)	030	Y	
FDCPA APPLICABLE (Y/N)	036	N	
CONSUMER RPT AGENCY (Y/N)	037	N	
SUBSTANTIVE ECOA VIOLATIONS (Y/N)	038	N	
SUBSTANTIVE FH VIOLATIONS (Y/N)	039	N	
SUBSTANTIVE RESPA VIOLATIONS (Y/N)	040	N	

ELEMENT NAME	DEFINITION
CERT	**Line 001** Bank Certificate Number.
COMPLIANCE EXAM	**Line 002** "Y" if a compliance exam is being conducted. "N" if a compliance exam is not being conducted. NOTE: Default value is "N". You must change to "Y" if appropriate.
PROC	**Line 003** The procedure code which applies to the compliance regulatory activity performed. "FS" is the only applicable Proc Code for compliance at this time. If Line 2, compliance exam is answered as a "Y" then FS must be indicated on this area. If line 2 is answered as "N", then leave this cell blank.
RATING	**Line 004** The component rating is composed of a three-digit number which have a value range of 1 through 5. The three-digits in the represent the following factors: 1st Digit – M – Management 2nd Digit – V – Violations 3rd Digit – P – Programs Example of entry: 222
RATING	**Line 005** The one-digit rating which represents the overall findings of the compliance examination. The number must be within the range of 1 through 5.
COMPLIANCE VISIT	**Line 006** "Y" if a compliance visit is being conducted. "N" if a compliance visit is not being conducted. NOTE: Default value is "N". You must change to "Y" if appropriate.
PROC	**Line 007** The procedure code which applies to the compliance regulatory activity performed. This field should be "blank" if line 6 is answered "N". This field is "required" if line 6 is answered "Y". Valid values are: LS – Compliance Visit IV – Compliance Interim Visit

CRA EXAM	**Line 008** "Y" if a CRA exam is being conducted. "N" if a CRA exam is not being conducted. NOTE: Default value is "N". You must change to "Y" if applicable.
PROC	**Line 009** The procedure code which applies to the CRA regulatory activity performed. This field should be "blank" if line 6 is answered "N". This field is "required" if line 6 is answered "Y". Valid values are: SM – Small Bank LG – Large Bank WS – Wholesale LP – Limited Purpose SP – Strategic Plan BE – Blended evaluation. NA – CRA is not applicable
RATING/PERFORMANCE LEVEL	**Line 010** Only 1 type of CRA Proc allows component ratings (LG – three digit which represents lending, investment, services ("LIS"). These numbers correspond to alpha descriptions as follows: 1 – Outstanding 2 – High Satisfactory 3 – Low Satisfactory 4 – Needs to Improve 5 – Substantial Noncompliance
RATING/PERFORMANCE LEVEL	**Line 011** The one-digit rating which represents the overall findings of the CRA examination. The number must be within the range of 1 through 4. These numbers correspond to alpha descriptions as follows: 1 – O – Outstanding 2 – S – Satisfactory 3 – N – Needs to Improve 4 – SN – Substantial Noncompliance
DID AN OUTSTANDING RATING RESULT FROM CONSIDERATION OF THE BANK'S SERVICES AND INVESTMENTS?	**Line 014** Valid Values: "Y" "N" "NA"

CRA VISIT	**Line 015** "Y" if a CRA visit is being conducted. "N" if a CRA visit is not being conducted. NOTE: Default value is "N". Change to "Y" if appropriate. The value "Y" requires that CRA hours be entered on line 64.
PROC	**Line 016** The procedure code which applies to the CRA regulatory activity performed. "LS" is the only applicable Proc Code for a CRA Visit at this time. If Line 15, CRA Visit is answered as a "Y" then LS must be indicated in this cell. If line 2 is answered as "N", then leave this cell blank.
IMS	**Line 017** "Y" if an IMS is being conducted. "N" if an IMS is not being conducted.
EIC – LAST NAME	**Line 018** The last name of the examiner in charge. **NOTE**: Please enter name consistently each time it is used following any existing Regional policies.
EIC – FIRST NAME	**Line 019** The first name of the examiner in charge. **NOTE**: Please enter name consistently each time it is used following any existing Regional policies.
EIC – MID INIT	**Line 20** The middle initial of the examiner in charge. **NOTE**: Please enter name consistently each time it is used following any existing Regional policies.
SCHEDULED EXAM DATE	**Line 021** The date when the examination team is <u>scheduled</u> to arrive at the bank to begin the examination. This information is applied to the system during the upload process and with manual data entry. Once updated this date can not be changed. To make changes, the entire exam record must be deleted and the information re-entered using the correct date. This date is also known as Exam Date. NOTE: This date should be consistent with the date entered on line 25.
PRE EXAM START DATE	**Line 022** The date the pre-examination planning for an examination begins.
PRE EXAM END DATE	**Line 023** The date the pre-examination planning for an examination is complete.

EST COMPLETION DATE	**Line 024** The projected completion date for conclusion of the examination, including report preparation.
BANK START DATE	**Line 025** The date the examination team arrives at the institution to begin the examination. This is the "official" examination date. This date should be used to calculate the next examination/visitation date as well as reimbursement calculations. NOTE: This date should be consistent with the date entered on line 21.
BANK EXIT DATE	**Line 026** The date the examination team leaves the institution.
DATE COMPLETED	**Line 027** The date the examination is completed and the report is mailed to the Regional Office. If the delegated authority field office review process is being used, it is the date the exam is completed and presented/mailed to the FOS for review.
NUMBER OF EXAMINERS	**Line 028** The total number of examiners who participated in the examination. Should match examiners listed on Page A of the examination report. NOTE: The entry in this cell must be numeric.
# BRANCHES	**Line 029** The number of branches of the examined institution at the time of the examination. DO NOT include the main office in this count. Include branch offices only. NOTE: The entry in this cell must be numeric.
IS THE BANK A HDMA REPORTER?	**Line 030** Are the reporting requirements of the Home Mortgage Disclosure Act ("HMDA") applicable to the bank? This field defaults to "Y" (No). If the bank is HMDA exempt, change the value to "N".
IS THE BANK FDCPA APPLICABLE?	**Line 036** Is the Fair Debt Collection Practices Act ("FDCPA") applicable to this institution? This field defaults to "N" (No).
IS THE BANK A CONSUMER REPORTING AGENCY?	**Line 037** Is the bank a consumer reporting agency? This field defaults to "N" (No).
SUBSTANTIVE ECOA VIOLATIONS?	**Line 038** In the examiner's opinion, does the bank have substantive violations of the Equal Credit Opportunity Act ("ECOA")? This field defaults to "N" (No).

| SUBSTANTIVE FH VIOLATIONS? | **Line 039**

In the examiner's opinion, does the bank have substantive violations of the Fair Housing Act ("FHA")? This field defaults to "N" (No). |
| SUBSTANTIVE RESPA VIOLATIONS? | **Line 040**

In the examiner's opinion, does the bank have substantive violations of the Real Estate Settlement Procedures Act ("RESPA")? This field defaults to "N" (No). |

REGULATION HOURS:				
TRUTH IN LENDING	051			Examiners
CONSUMER LEASING	052			should NOT
FAIR CREDIT REPORTING	053			alter the
REAL ESTATE SETTLEMENT PROCEDURES	054			hours sections
FLOOD INSURANCE	055			of this
TRUTH IN SAVINGS	056			Spreadsheet.
PART 329	057			
FAIR DEBT COLLECTION PROCEDURES	058			
PRES OF CONS CLAIMS & DEFENSES	059			
ELECTRONIC FUNDS TRANSFERS	060			
EQUAL CREDIT OPPORTUNITY	061			
FAIR HOUSING	062			
HOME MORTGAGE DISCLOSURE ACT	063			
COMMUNITY REINVESTMENT ACT	064			
EXPEDITED FUNDS AVAILABILITY	065			
CREDIT PRACTICES RULE	066			
RIGHT TO FINANCIAL PRIVACY	068			
ADVERTISEMENT OF MEMBERSHIP	069			
TASK HOURS:				
OTHER	070			
TRAINING	071			
PEP-CRA (OFF-SITE)	072			
PEP-FAIR LENDING (OFF-SITE)	073			
PEP-OTHER (OFF-SITE)	074			
PEP-TASKS (OFF-SITE)	075			
REPORT PREPARATION (ON-SITE)	076			
REPORT PREPARATION (OFF-SITE)	077			
PREP OF PROP ENF ACTION (ON-SITE)	078			
PREP OF PROP ENF ACTION (OFF-SITE)	079			
COMMUNITY CONTACTS (ON-SITE)	080			
COMMUNITY CONTACTS (OFF-SITE)	081			
MTGS W/MANAGEMENT (ON-SITE)	082			
BANKER OUTREACH (ON-SITE)	083			
TOTAL HOURS BY REGULATION & TASK	084			

G-15	085			The hours on this
G-14	086			spreadsheet may not
G-13	087			tie exactly to the
G-12	088			SHARP Page A for this
G-11	089			examination or visit.
G-09	090			Differences are due to
G-07	091			the rounding of SHARP
G-05	092			hours to fit the format
				of this spreadsheet.
TOTAL HOURS BY GRADE	093			

DCA	094			
DOS	095			
TOTAL HOURS BY DIVISION				

TIL	**Line 051**

	Examination hours dedicated to review for Truth in Lending.
CL	**Line 052** Examination hours dedicated to review for Consumer Leasing.
FCR	**Line 053** Examination hours dedicated to review for Fair Credit Reporting.
RESP	**Line 054** Examination hours dedicated to review for Real Estate Settlement Procedures.
FI	**Line 055** Examination hours dedicated to review for Flood Insurance.
TIS	**Line 056** Examination hours dedicated to review for Truth in Savings.
329	**Line 057** Examination hours dedicated to review for Part 329.
FDCP	**Line 058** Examination hours dedicated to review for Fair Debt Collection Practices.
PCCD	**Line 059** Examination hours dedicated to review for Preservation of Consumers Claims and Defenses.
EFT	**Line 060** Examination hours dedicated to review for Electronic Funds Transfer.
ECO	**Line 061** Examination hours dedicated to review for Equal Credit Opportunity Act.
FH	**Line 062** Examination hours dedicated to review for Fair Housing Act.
HMD	**Line 063** Examination hours dedicated to review for Home Mortgage Disclosure Act.
CR	**Line 064** Examination hours dedicated to review for Community Reinvestment Act.
EFA	**Line 065** Examination hours dedicated to review for Expedited Funds Availability.
CPR	**Line 066** Examination hours dedicated to review for Credit Practices Rule.
RFP	**Line 066** Examination hours dedicated to review for Right to Financial Privacy.
AM	**Line 069** Examination hours dedicated to review for Advertisement of Membership.
OTHR	**Line 070** All hours that do not fall into another hours capture category. Hours in this field should be minimal. On-Site and/or Off-Site hours can be captured here.
TRN	**Line 071** Any hours devoted to a training activity should be captured here. There should be no duplication of hours between this field and any corresponding regulation or task.. On-Site and Off-Site hours can be captured here.
PECR	**Line 072** Pre-Examination Planning Hours designated to review of the Community Reinvestment Act.
PEFL	**Line 073** Pre-Examination Planning Hours designated to review of the fair lending regulations other than the Community Reinvestment Act. Specifically, the Fair Housing Act, the Equal Credit Opportunity Act, and the Home Mortgage Disclosure Act.
PEOT	**Line 074** Pre-Examination Planning Hours designated to the review of all other regulations, excluding the fair lending regulations.
PETK	**Line 075** Pre-Examination Planning Hours designated to the administrative review of correspondence, old reports (DCA and S&S), management meetings that occur before the examination begins, review of UBPR, bank policies and procedures when appropriate, etc.
REPN	**Line 076** All examination hours spent on report preparation while the examination team is at the bank. On-Site Hours.

REPF	**Line 077** All examination hours spent on report preparation after the examination team has left the bank. Off-Site Hours.
PEAN	**Line 078** Time spent in preparing a new proposed enforcement action while the examination team is on-site at the bank. Time spent reviewing a "previous" action should be spread under appropriate regulations covered by the enforcement action since this review will be part of the regular examination functions. On-Site Hours.
PEAF	**Line 079** Time spent in preparing a new proposed enforcement action. Off-Site Prep of Prop Enf Action occurs at any time other than when the team is on-site from pre-examination planning start date to examination close date. Time spent reviewing a "previous" action should be spread under appropriate regulations covered by the enforcement action since this review will be part of the regular examination functions.
CNTN	**Line 080** Any community contacts which occur while the examination team is on-site at the bank. On-Site Hours.
CNTF	**Line 081** Any community contacts which occur after pre-examination planning begins, before the examination team goes on-site at the bank or which occur after the examination team leaves the bank and before the examination close date. Off-Site Hours.
MTG	**Line 082** All examination hours spent in formal meetings with management which occur while the examination team is at the bank after the examination start date and before the examination close date.
BKOR	**Line 083** On-site time spent advising, consulting and educating bankers.
TOTAL HOURS BY REGULATION AND TASK	**Line 084** This is the system generated total of all regulation and task hours codes listed above. This total must balance to "total hours by grade" and "total division hours."
CG-15	**Line 085** Examination hours devoted to this examination by staff at the Grade 15 level.
CG-14	**Line 086** Examination hours devoted to this examination by staff at the Grade 14 level.
CG-13	**Line 087** Examination hours devoted to this examination by staff at the Grade 13 level.
CG-12	**Line 088** Examination hours devoted to this examination by staff at the Grade 12 level.
CG-11	**Line 089** Examination hours devoted to this examination by staff at the Grade 11 level.
CG-9	**Line 090** Examination hours devoted to this examination by staff at the Grade 9 level.
CG-7	**Line 091** Examination hours devoted to this examination by staff at the Grade 7 level.
CG-5	**Line 092** Examination hours devoted to this examination by staff at the Grade 5 level.

TOTAL HOURS BY GRADE	**Line 093** This is the system generated total of all grade hours codes listed above. This total must balance to "total hours by regulation and task" and "total division hours."
DCA HOURS	**Line 094** Examination hours devoted to this examination by staff of the Division of Compliance and Consumer Affairs ("DCA").
DOS HOURS	**Line 095** Examination hours devoted to this examination by staff of the Division of Supervision ("DOS").

		SIX-DIGIT VIOL CODE	VC ERR	SEVERITY VO/VO
	-		-	
			-	
	-		-	
			-	
	-		-	
			-	
	-		-	
			-	
	-		-	
			-	

VIOL	6 digit violation code. The first two digits (##-00-00) of each violation code relate to a specific regulation. The second two digits (00-##-00) relate to a specific cite. The last two digits (00-00-##) relate to cites which have multiple parts. Uncoded violation codes are assigned and tracked at the regulation level.
SEVERITY	Severity of the Violation description: **Enter:** *VS* for ***Significant Violation*** *VO* for ***Other Violations*** ***A severity descriptions must be entered for each violation code used.***

SPREADSHEET BASICS

Once the Excel spreadsheet is retrieved, the remaining exam data can be input. The basis of all spreadsheet data entry is through the "cell pointer." The "cell pointer" is the rectangle that highlights an entire cell within the spreadsheet. Data can only entered into the spreadsheet at the position where the "cell pointer" is located.

Movement within the spreadsheet can be accomplished via several different methods. Examples are listed below.

1. Using the Mouse

    Position the mouse pointer where data needs to be entered and press the right click button once.

2. Using the Enter Key

    When the enter key is pressed, data is entered into the cell and the cursor stays in the same column and moves down one row.

3. Using the Arrow Keys

    Press the Arrow keys to move the cell pointer in any direction. Press the appropriate Arrow key for moving the cell pointer up, down, left or right.

Data entry within a cell is accomplished in one of two ways.

1. Enter data within the desired cell and press one of the Arrow keys to move TO another cell; the data entered will remain in the previous cell.

2. When the enter key is pressed, data is entered into the cell, the cursor remains in the same column, and moves down one row.

CREATING THE DEF USING SHARP

1. While in SHARP, access the "Reports" menu.

    Result: The fly-out menu appears.

2. Click on "Create CSS Upload File."

    Result: A dialogue box appears that says, "Enter Exam Number."

3. Enter the exam number in the box and click on "OK."

    Result: A dialogue box will appear that says: "The CSS Upload File "C:\SHARP\CSS\Ulcert##.XLS" has been created for the Exam Number XXXX"

4. Click on "OK."

5. Exit SHARP.

RETRIEVING AND COMPLETING THE REMAINDER OF THE DEF

1. Open Microsoft Excel.

| 2. | Click on "File." |
| | Result: A drop-down menu appears. |

| 3. | Click on "Open." |
| | Result: The "Open File" dialogue box appears. |

| 4. | Change folder (directory) to "C:\Sharp\CSS" |
| | Result: A list of files will appear. |

| 5. | Click on the file that is named "ULCert#.xls" ("Cert#" will be replaced by the cert of the bank being referenced) and click on "Open." |
| | Result: The DEF will open and a dialogue box may (will probably) appear asking whether or not you want to enable macros. |

| 6. | Click the "Enable Macros" button. |
| | Result: The DEF created by Sharp appears. |

7.	Enter the remainder of the data necessary to fully complete the DEF. When the data entry process is complete, proceed with the Save Process.
	NOTE: Most data entry occurs in column C with the exception of Violation information which is entered into columns C through O. If attempts are made to enter data in a non-entry cell, (such as columns A, B, etc.), a message will be received indicating that the cell is protected.
	Notice that column B contains numbers that are presented sequentially from the top of the form. These numbers uniquely identify each data entry field to the CSS Upload process. Column B, as noted above, is protected; do not try to modify or delete any of the entries in column B.
	Several edits have been built into the Data Entry form. When data is entered into a cell which has edit criteria associated with it, an invalid entry will cause an "error note" to appear along side the invalid entry. In most cases, the "error note" will simply display "ERR." When this happens, correct the erroneous entry; the "error note" will disappear.

**SAVING THE
DEF USING
EXCEL**

| There are two automated methods for printing the spreadsheet: |

| 1. | At the menu bar, click on "File." |
| | Result: A drop-down menu appears. |

SAVING THE DEF USING EXCEL (cont'd)

2. Click on "Save."
Result: A dialogue box will appear that says, "Ulcert#.xls was created in a previous version of Microsoft Excel. Do you want to update it to the new format?"
3. Click "Yes."
Result: The file is saved under the original name given by the SHARP application and remains in the original folder (directory).

To save the file to a different folder (directory)

1. At the menu bar, click on "File."
Result: A drop-down menu appears.
2. Click on "Save As."
Result: The "Save As" dialogue box will appear. Change the folder (directory) for the file. Changing the given by the SHARP application is not necessary.
3. Click "Save."
Result: The file is saved in the new folder (directory).

PRINTING THE DEF USING AN EXCEL MACRO(S)

There are two automated methods for printing the spreadsheet:
• Print the entire spreadsheet by invoking the "Print All" Macro
• Print each part of the spreadsheet separately by invoking one or all of the following macros:
Print Exam (top section of spreadsheet)
Print Hour (hours section of spreadsheet)
Print Violation (violations section of spreadsheet)
Printing each section separately provides the best output for the spreadsheet information and is the process which will be documented below.
1. On the menu bar, click on "Macro."
Result: A list of macros is displayed.
2. Click on the macro named "Print ##### (Exam, Hour or Violation)."
Result: A range is automatically highlighted in the spreadsheet, the screen flashes several times, then a dialogue box appears (sometimes very quickly) that says, "Printing ….."

**PRINTING THE
DEF USING AN
EXCEL
MACRO(S)
(cont'd)**

3. To print subsequent sections repeat the above steps.
4. When the printing is completed click on any cell to remove the range highlighting.

**CREATING THE
PRN FILE USING
AN EXCEL
MACRO**

Create the PRN file after all data entry is completed and the file is saved. Use the following steps to create a PRN file:
1. On the menu bar, click on "Macro." Result: A list of macros is displayed.
2. Click on the macro named "Create PRN File." Result: A dialogue box appears that says, "Enter the destination filename (with complete path)."
3. Enter the path and filename where the PRN file is to reside.
4. Click on "OK." Result: The PRN file is created in the folder (directory and with the file name specified in the previous dialogue box. The PRN file is to be uploaded into CSS.

**THE UPLOAD
PROCESS –
USING CSS**

Sign onto CSS using the procedures detailed below:

**Signing On and
Off CSS**

To sign onto CSS, gain access to the FDIC mainframe computer using A2BSIMPC. Perform the steps listed below.

Sign-on Procedures	
Step	**Action**
1	Click the Windows 95 **Start** button. **Result:** The Windows 95 general menu displays.
2	Select **Corporate Applications.** **Result:** The first fly out menu displays.

**THE UPLOAD
PROCESS –
USING CSS
(cont'd)**

**Signing On and
Off CSS (cont'd)**

3	Select **Mainframe Access** **Result:** The second fly out menu displays.
4	Click **A2B (SIMPC)** **Result:** The login screen displays.
5	At USERID, enter your login name. Press Tab.
6	At PASSWORD, enter your login password Press Enter. **Result:** The system selection screen displays.
7	At the COMMAND option enter the selection criteria for CICSPROD. (The Selection number varies according to users access) Press Enter. **Result:** The FDIC CICSPROD Environment screen displays.
8	At the Selection prompt, enter 2 (BITS) Press Enter. **Result:** An information screen displays.
9	Press Enter or follow the directions at bottom of screen to read news as necessary. **Result:** Banking Information Tracking System (BITS) screen displays.
10	At the SELECTION prompt in the BITS menu, enter 2.
11	Press Enter. **Result:** The Supervisory Analysis System screen displays.
12	At the SELECTION prompt in the Supervisory Analysis System screen enter 10 (COMPLIANCE STATISTICAL SYSTEM UPLOAD) (CSSUPLD).
13	Press Enter. **Result:** The CSS Upload screen displays. *NOTE: If the system automatically places the cursor on the CSS Main Menu due to the information recorded under "Session Option" (refer to Chapter 2), simply press F6 to arrive at the Upload Menu. F6 is a toggle switch between the CSS Main Menu and the Upload Menu.*

CSS Upload Menu

THE UPLOAD PROCESS – USING CSS (cont'd)

When the Upload Menu Appears

Follow these steps once the CSS Upload Menu appears.

CSS Upload Procedures	
Step	**Action**
1	The CSS Upload Process prompts for two pieces of information:
	The path file name of the print file
	Date the examination was received in the Regional Office. (This date is optional and should only be used when it is appropriate as defined in Appendix A "Data Directory."
2	When these two fields are completed as appropriate, Press Enter.
	Result: The CSS Upload Menu will be replaced by the "Upload Utility" screen. This screen presents upload information as the data transfer proceeds.
	The upload attempt is complete when the CSS Upload Menu returns.

**THE UPLOAD
PROCESS –
USING CSS
(cont'd)**

**When the Upload
Menu Appears
(cont'd)**

Follow these steps once the CSS Upload Menu appears.

**CSS Upload Procedures**	
Step	**Action**
3	The CSS Upload Menu will return in one of two conditions listed below:
	If the upload attempt was successful, the error messages portion of the panel will be blank. A message will appear indicating that the upload was successful (the Cert and Exam Date will be shown in this message). This message will be displayed at the top of the screen.
	At this time the Regional Office Tracking Sheet may be printed by placing a "Y," if desired, after the print request question.
	Exit the system by following the PF keys at the bottom of the screen.
4	If the upload is unsuccessful a message stating this fact will appear at the top of the screen. If the cert and exam date are a part of this message, a list of specific data errors will be displayed at the bottom of the screen.
	To clear the errors, return to the Excel DEF and make appropriate updates. Save the file and then re-create the PRN file. Try the upload process again. Continue this error resolution process until the upload is successful.
5	If the upload is unsuccessful a message stating this fact will appear at the top of the screen. If the cert and exam date are NOT a part of this message this is an indication that the PRN file could not be found or there was an error when creating the PRN file.
	To clear this error, return to the Excel DEF. Re-save the file and recreate the PRN file. Try the upload process again

FDIC LAW, REGULATIONS, & RELATED ACTS

Applicable Rules   None

Advisory Opinions   None

Statements of Policy   None

DCA MEMORANDA   None

FINANCIAL INSTITUTION LETTERS (FIL)   None